



## **LIBRARY CONSULTANT**

### **CHARACTERISTICS OF WORK:**

This is professional library work with responsibility for planning, coordinating, and serving as a consultant for either public library systems in specific areas of the state or providing specialized services throughout the state directly to public library systems. Incumbent provides consultative services to administrators, staff, library boards of trustees, state, city and county officials, civic leaders and groups, and other interested groups. Duties are performed in accordance with professional library practices and techniques, and in conformance with governmental directives. Internal and external contacts are made to provide and exchange information, coordinate activities, and provide assistance and guidance. Extensive travel is required. Incumbent utilizes professional knowledge and judgment in solving complex problems, often without the aid of guidelines.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

A Master's Degree from an ALA accredited four-year college or university in library science;

**AND**

#### **Experience:**

Three (3) years of experience as a librarian.

#### **Required Document:**

Possession of a valid Mississippi Driver's License or a Driver's License from a contiguous state may be required by the hiring agency.

### **PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Peripheral:** Ability to observe an area that can be seen up and down or to the left and right while eyes are fixed at a given point.

**Depth Perception:** Three dimensional vision, ability to judge distances and spatial relationships.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Color Vision:** Ability to identify colors.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Taste/Smell:** Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to stoop, kneel, crouch or bend; and climb or balance.

**Special Requirement:**

Incumbent must have the ability to climb a step stool and rolling ladder and move a book truck.

**COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

**PUBLIC SECTOR COMPETENCIES:**

**Integrity and Honesty:** Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

**Accountability:** Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

**TECHNICAL COMPETENCIES:**

**Professional Maturity:** Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled, and enables the incumbent to deal with situations in the workplace in a professional manner.

Is able to assess the situation and appropriately respond. Exhibits the attributes of confidence, assertion, tolerance, patience, and empathy at the appropriate time in stressful or high-pressure situations. Manages

conflicts and defuses situations. Knows when to refer an issue to the appropriate level. Aligns personal behavior with agency standards. Responds appropriately to supervision and administrative decisions. Is able to work under and with authority and accepts decisions. Takes initiative to accomplish stated and unstated goals. Maintains appropriate standards of professionalism and only provides information within authority. Maintains confidentiality with appropriate information. Recognizes the need for and takes initiative to develop further knowledges and skills through self development, organizational membership, and participation.

**Library Technology:** Is proficient in operating software, computer, and clerical equipment in performing duties of the job.

Uses specialized hardware and software programs. Researches and borrows materials using automated library database and the Internet. Designs, maintains, and updates web pages. Utilizes presentation software such as Powerpoint, develops and gives presentations, and conducts workshops. Develops strategies using new technology to enhance decision-making. Ensures technology is incorporated appropriately in service delivery, information sharing, organizational communication, and public access. Implements technological change and understands its impact on the organization. Understands basic technological principles, theories, and systems. Stays abreast of latest innovations and ensures administrators, staff, library boards of trustees, state, city and county officials, civic leaders, and other interested groups are also informed and educated.

**Library Consultation:** Uses professional knowledge and judgment in providing consultative services to administrators, staff, library boards of trustees, state, city and county officials, civic leaders, and other interested groups.

Serves as a consultant to administrators, staff, library boards of trustees, state, city and county officials, civic leaders, and other interested groups. Plans and confers with librarians and community groups in developing programs to encourage reading and use of library materials and facilities by children, young adults, and adults. Also conducts programs. Provides advice and support in the area of working with and utilizing volunteer groups to library administrators, staff, trustees, library organizations, and public officials. Advises in the planning and layout of physical facilities. Administers program and services of the department and agency. Participates in special projects requiring special knowledge in statistics, institutional, automation, technology, programming, and volunteer groups.

**Customer Relations:** Possesses the ability and willingness to interact and communicate effectively with customers.

Understands the mission of the organization and applies this understanding while dealing with customers. Creates an environment of mutual respect and trust. Provides mediation and problem solving. Serves as a creative bridge between administrators, staff, library boards of trustees, state, city and county officials, civic leaders, and other interested groups.

**Communication:** Shares information in appropriate format.

Concisely and correctly answers questions and/or explains or conveys information to administrators, staff, library boards of trustees, state, city and county officials, civic leaders, and other interested groups. Asks appropriate questions to gain information needed to assist the public or provide information to administrators, staff, library boards of trustees, state, city and county officials, civic leaders, and other interested groups. Presents oral and written information internally or externally using proper grammar, punctuation, and content. Appropriately documents information using tools such as: letters, e-mails, reports, memoranda, etc. Communicates information in a courteous manner without invoking anger. Knowledgeably refers issues to appropriate agency or other personnel. Presents workshops of lengthy nature to the public. Listens to

customers and provides an interactive relationship. Persuades individuals of differing views to arrive at a consensus.

**Library Advocacy:** Communicates the importance of and promotes library services to the administrators, staff, library boards of trustees, state, city and county officials, civic leaders, and other interested groups.

Communicates the value of library and information services to decision makers. Promotes literacy. Promotes services provided by the Library Commission. Participates actively in professional organizations and library networks which promote libraries and librarianship. Promotes library programs and the appreciation of books and reading. Acts as agency liaison while representing the Library Commission in various aspects and venues.

**Human Resource Leadership:** Has a broad understanding of employment law and State and agency personnel policies; promotes the development of staff by providing the direction, support, and feedback needed to enable others to reach their full potential and meet organizational needs.

Assesses current and future staffing needs based of public libraries on organizational goals and budget realities; encourages the hiring of highly qualified people, giving appropriate consideration to the library's diversity needs. Establishes and communicates goals and standards through a dialogue that ensures understanding and commitment. Provides feedback and coaching. Demonstrates cross cultural sensitivity and manages diversity issues with staff. Encourages local implementation of standard and professionally accepted personnel practices. Updates information on laws and the accountability of supervising staff.

**Budgeting and Forecasting:** Understands state government spending and purchasing regulations; develops recommendations and justification for budget enhancements or modifications.

Identifies resources required to reach a result. Strives to accomplish the desired result cost effectively. Monitors the budget for program area, using cost-benefit thinking to set priorities and accomplish results. Takes necessary steps to maximize the utilization of financial and other agency resources in alignment with agency objectives and plans. Acts as a trustee of agency resources, ensuring legal compliance and cost-effectiveness.

**Political Awareness:** Identifies the internal and external politics that impact the work of the organization.

Approaches each situation with a clear perception of organizational and political reality and recognizes the impact of alternative courses of action. Understands the forces that shape views and actions of internal and external stakeholders. Has the ability to take multiple perspectives and describe the position of each interest involved. Understands informal structure and power centers of internal and external organizations. Balances the differing perspectives when making decisions.

**Project Planning:** Devises and maintains a workable scheme to accomplish the need that the project was undertaken to address.

Develops written plans for all significant undertakings. Documents and distributes the project plan. Updates and revises the project plans as needed. Insists on clear, complete statements of both product and project scope. Analyzes project cost and estimates how long it will really take. Uses available planning tools effectively. Gets the team actively involved in the planning effort. Demonstrates the ability to multi-task.

## **ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Serves as a consultant to administrators, staff, library boards of trustees, state, city and county officials, civic leaders, and other interested groups.
2. Prepares Statements of Works for the evaluation of library systems and recommends measures to improve organization and administration of library systems.
3. Analyzes administrative policies, observes work procedures, and reviews data relative to library management and makes recommendation for the enhancement of existing services of the provision of new services.
4. Provides continuing education and training for administrators, staff, library boards of trustees, state, city and county officials, civic leaders and groups, and other interested groups.

**EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Serves as a consultant to administrators, staff, library boards of trustees, state, city and county officials, civic leaders, and other interested groups.

Serves as a creative bridge between administrators, staff, library boards of trustees, state, city and county officials, civic leaders, and other interested groups.

Develops and provides continuing education and training for administrators, staff, library boards of trustees, state, city and county officials, civic leaders, and other interested groups.

Prepares Statement of Works for the evaluation of library systems and recommends measures to improve organization and administration of library systems.

Analyzes administrative policies, observes work procedures, and reviews data relative to library management of public library systems and makes recommendation for the enhancement of existing services of the provision of new services.

Plans and confers with librarians and community groups in developing programs to encourage reading and use of library materials and facilities by children, young adults, and adults. Also conducts programs.

Provides advice and support in the area of working with and utilizing volunteer groups to library administrators, staff, trustees, library organizations, and public officials.

Researches and analyzes trends, forecasting and communicating the implications for library services.

Advises in the planning and layout of physical facilities.

Gathers and publishes statistical library data to assist administrators and library boards in maintaining and expanding library services.

Administers program and services of the department and agency.

Writes grants proposals for statewide programs and may administer programs when funded.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.